

MSFC COOPERATIVE EDUCATIONAL PROGRAM Supervisory Evaluation				WORK TERM (1st, 2nd, 3rd, or 4th, etc.) <div style="border: 1px solid black; width: 60px; height: 25px; margin: 5px auto;"></div>			
DATE _____							
Program: <input type="checkbox"/> Secretarial <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Graduate <input type="checkbox"/> Ph.D.							
Student's Name:	Org. Symbol:	Grade Level:	College Standing: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior		GPA:		
Date of Work Period (From and To):		Major Field Upon Entry into Program:	Major Field of Study:				
Name of College or University Currently Attending:		Supervisor's Name:	Mentor's Name:				
TO BE COMPLETED BY ORGANIZATION							
Provide a brief description of the student's duties during this period: <div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div>							
INSTRUCTIONS: The immediate supervisor will evaluate the student objectively comparing him with: Students of comparable academic level; personnel assigned the same or similarly classified job; or individual standards.							
B. Evaluate Student's Performance Determine the student's Total On-The-Job Training Score by marking the appropriate number. On a scale of 1 to 5, where 5 is high and 1 is low, rate the following attributes.							
Technical Abilities and Attitudes		SCALE	1	2	3	4	5
1. Ability to follow directions and adhere to established regulations in the performance of the job.			○	○	○	○	○
2. Dependability/willingness to work.			○	○	○	○	○
3. Quality of work assignments.			○	○	○	○	○
4. Time management & ability to multitask.			○	○	○	○	○
5. Ability to perform tasks with normal supervisory assistance, some independence.			○	○	○	○	○
6. Interest in work/initiative/shows enthusiasm.			○	○	○	○	○
7. Communication skills.			○	○	○	○	○
8. Judgment and/or maturity.			○	○	○	○	○
9. Attendance and punctuality.			○	○	○	○	○
10. Demonstrates high degree of professionalism			○	○	○	○	○
- Dresses appropriately - Conducts himself/herself in appropriate and professional manner			○	○	○	○	○
Total On-The-Job Training Score: _____							

C. Does this student show need for improvement/change? If so, in what areas? <input type="checkbox"/> YES <input type="checkbox"/> NO 														
D. Do you recommend this student to return for another work term or for conversion to a permanent position at NASA/Marshall Space Flight Center? (If "no", contact the Co-op Coordinator/Provide reasons as an attachment to this form). <input type="checkbox"/> YES <input type="checkbox"/> NO 														
Remarks:														
This evaluation has been discussed with the student. <input type="checkbox"/> YES <input type="checkbox"/> NO 	NASA has my permission to disclose the information furnished on this form to any organization or individual having a valid reason for requesting it.													
Signature of Student:	Date:													
Signature (Immediate Supervisor):	Signature (Mentor):													
TO BE COMPLETED BY MSFC CO-OP OFFICE														
<div style="display: flex; justify-content: space-between;"> <div> <p>Total On-The-Job Training Score: (From Page 1, Part B)</p> <p>Determine Academic Point Score:</p> <p>Current Cumulative GPA = _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">3.76-4.00 = 50 Points</td> <td style="width: 50%;">2.76-3.00 = 30 Points</td> </tr> <tr> <td>3.51-3.75 = 45 Points</td> <td>2.51-2.75 = 25 Points</td> </tr> <tr> <td>3.26-3.50 = 40 Points</td> <td>2.26-2.50 = 20 Points</td> </tr> <tr> <td>3.01-3.25 = 35 Points</td> <td>2.00-2.25 = 15 Points</td> </tr> </table> <p>Determine Academic Point Score:</p> </div> <div style="text-align: right;"> <div style="border: 1px solid black; width: 60px; height: 30px; margin-bottom: 20px;"></div> <div style="border: 1px solid black; width: 60px; height: 30px; margin-bottom: 20px;"></div> <div style="border: 1px solid black; width: 60px; height: 30px;"></div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> <p>Total On-The-Job Training Score + Academic Point Score</p> </div> <div style="text-align: right;"> <p>Work Phase Score</p> <div style="border: 1px solid black; width: 60px; height: 30px;"></div> </div> </div> <div style="margin-top: 20px;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%; text-align: center;"> <input type="checkbox"/> Outstanding (100-90) </td> <td style="width: 20%; text-align: center;"> <input type="checkbox"/> Highly Successful (89-80) </td> <td style="width: 20%; text-align: center;"> <input type="checkbox"/> Successful (79-70) </td> <td style="width: 20%; text-align: center;"> <input type="checkbox"/> Minimally Successful (69-60) </td> <td style="width: 20%; text-align: center;"> <input type="checkbox"/> Unsuccessful (59 and Below) </td> </tr> </table> </div>		3.76-4.00 = 50 Points	2.76-3.00 = 30 Points	3.51-3.75 = 45 Points	2.51-2.75 = 25 Points	3.26-3.50 = 40 Points	2.26-2.50 = 20 Points	3.01-3.25 = 35 Points	2.00-2.25 = 15 Points	<input type="checkbox"/> Outstanding (100-90)	<input type="checkbox"/> Highly Successful (89-80)	<input type="checkbox"/> Successful (79-70)	<input type="checkbox"/> Minimally Successful (69-60)	<input type="checkbox"/> Unsuccessful (59 and Below)
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